

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSISTANT DEPARTMENT DIRECTOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Assistant Department Director is the third level in a four level Management series. Incumbents are responsible for serving as an administrative manager with line authority and may have division and/or technical responsibilities. Assistant Directors conduct tactical level planning related to strategic plans and policies and develop operational goals. Responsibilities include supervision of management and non-management employees, exercise of hiring and firing authority, and exercise of budget authority. Assistant Directors represent the Department and the City and have significant interaction with elected officials.

The Assistant Department Director is distinguished from the Division Manager by its responsibility for serving as an administrative manager for a major department. The Assistant Department Director is distinguished from the Department Director, which is responsible and accountable for directing a City Department and has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|-----------------|
| 1. | Supervises staff to include: prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Weekly
20% |
| 3. | Participates in monitoring and enforcing departmental adherence and compatibility with organizational goals, objectives, and strategic initiatives. | Daily
20-30% |
| 4. | Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, elected and appointed officials and executive management, and/or other interested parties to coordinate work activities, exchange information, and resolve problems. | Daily
20-30% |
| 5. | Represents the City and/or department at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups. | Weekly
20% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Assists in directing the compilation and maintenance of operational records for assigned department; initiates, develops, recommends, and oversees the implementation of operational changes to ensure compliance with established policies, procedures, standards, and/or regulations to ensure effective and efficient operations.	Weekly 5%
7.	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.	Weekly 5%
8.	Oversees the forecasting, preparing, and administering department budgets, which may include capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Monthly 10%
9.	Reviews and analyzes legislative proposals and evaluates potential impacts on department operations and activities.	Monthly 5%
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a field directly related to technical discipline and five years of directly related experience including two years of supervisory experience;
- OR
- Nine years direct experience including five years at a management level is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C license;
- One or more licenses or professional certifications related to the specific technical discipline as required, preferred, or desirable;
- Professional certification within a specific time frame as mandated by a national, state or locally-recognized agency.

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Knowledge (position requirements at entry):

Knowledge of:

- Management and leadership, and supervisory principles and practices
- Public administration concepts and theories
- Budget administration principles and practices
- Financial management principles and practices
- Negotiation and mediation techniques
- Public administration concepts and theories
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Principles, policies, practices and operations in assigned area of responsibility
- Program development and administration principles and practices
- Strategic planning and development principles and procedures
- Contract management principles
- Program/project management planning principles and techniques
- Statistical analysis, theories and concepts
- General writing principles and report writing techniques
- Research methods
- Computers and applicable software and database systems

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Skills (position requirements at entry):

Skill in:

- Coaching, monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Using computers and applicable software applications
- Provide lead direction and oversight of work performed
- Managing multiple priorities simultaneously
- Analyzing and developing policies and procedures
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Analyzing a variety of statistical data and/or information and making recommendations based on findings
- Conducting negotiations and preparing contracts
- Ability to prepare and make effective oral presentations
- Managing consultant contracts
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Directing and managing department operations
- Researching and interpreting the Municipal Code, Administrative Orders, laws, regulations, policies, procedures, legal and financial information, and program objectives and goals
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

NOTE:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008